

## NOTICE OF CHANGE PERS-MEM-155 (CALPERS-INITIATED FORM)

### PURPOSE

This PERS-MEM-155 form is used to inform State Agencies of the following:

1. When the rate of contribution or effective date of membership must be changed or canceled;
2. To notify your agency to correct, through payroll credit procedures, non-members or overtime earnings reported in error;
3. To notify your agency to correct the Account Code/Coverage Group Code and any earnings and contributions reported in error; and
4. To notify your agency when a member has made an election to change their tier.

### SPECIAL INSTRUCTIONS

The PERS-MEM-155 is prepared by CalPERS. Please update your agency records as instructed on the form.



**Employer Services Division**  
P.O. Box 942709  
Sacramento, CA 94229-2709  
Telecommunications Device for the Deaf - (916) 795-3240  
**888 CalPERS** (or 888-225-7377) FAX (916) 795-3005

Reply to Section:  
Date:

PERS-MEM-155 (Rev. 1/94)

EMPLOYER		EMPLOYEE	
<b>EMPLOYEE RECORD SHOULD READ:</b>		<b>DELETE FROM EMPLOYEE RECORD:</b>	
MEMBER RATE OF CONTRIBUTION	EFFECTIVE DATE	MEMBER RATE OF CONTRIBUTION	EFFECTIVE DATE
SOCIAL SECURITY	COVERAGE GROUP	SOCIAL SECURITY	COVERAGE GROUP
1959 SURVIVOR BENEFIT	ACCOUNT CODE	1959 SURVIVOR BENEFIT	ACCOUNT CODE
<b>EMPLOYER ACTION:</b>			
<b>COMMENTS:</b>			

MEM155.DOT

## RECIPROCITY AND SIMILAR BENEFITS

### FULL RECIPROCITY

“Reciprocity” is an agreement among public retirement systems to allow members to move from one public employer to another within a specific time limit without losing valuable retirement and related benefit rights.

There is no transfer of funds or service credit between retirement systems when an employee establishes reciprocity. The employee is a member of both systems and is subject to the membership and benefit obligations and rights of each system, except as they are modified by the reciprocity agreement.

The member must apply to retire from each system separately and will receive a separate retirement allowance from each system. The member must retire on the same date from each public retirement system participating in a reciprocal agreement for all benefits of reciprocity to apply.

CalPERS’ authority extends only to applying and implementing the California Public Employees Retirement Law; it does not extend to applying and implementing the laws or regulations under which other public retirement systems are administered. Questions relating to rights, benefits and obligations under any of the other public retirement systems should be addressed directly to the appropriate system.

For more information on reciprocity, download or order a copy of *When You Change Retirement Systems* (PERS-PUB-16) at [www.calpers.ca.gov](http://www.calpers.ca.gov) or by calling **888 CalPERS** (or 888 225-7377).

### RECIPROCAL 1937 ACT COUNTIES

<b>Alameda</b>	<b>Sacramento</b>
<b>Contra Costa</b>	<b>San Bernardino</b>
<b>Fresno</b>	<b>San Diego</b>
<b>Imperial</b>	<b>San Joaquin</b>
<b>Kern</b>	<b>San Mateo</b>
<b>Los Angeles</b>	<b>Santa Barbara</b>
<b>Marin</b>	<b>Sonoma</b>
<b>Mendocino</b>	<b>Stanislaus</b>
<b>Merced</b>	<b>Tulare</b>
<b>Orange</b>	<b>Ventura</b>

### RECIPROCAL RETIREMENT SYSTEMS

**State Teachers’ Retirement System**  
**Legislatures’ Retirement System**  
**Judges’ Retirement System**  
**Judges’ Retirement System II**  
**University of California Retirement System**  
(which includes the University of California Retirement Plan - Note: Service rendered prior to October 1, 1963 was covered by CalPERS.)

### RECIPROCAL PUBLIC AGENCIES

**California Administrative Services Authority**  
**City of Concord**  
**City of Costa Mesa**  
(Safety employees only)  
**City of Fresno**  
(Miscellaneous and Safety Retirement Systems)  
**City of Los Angeles**  
**City of Oakland**  
(non-Safety employees only)  
**City of Pasadena**  
(Fire and Police Retirement Systems)  
**City of Sacramento**  
**City of San Clemente**  
(non-Safety employees only)  
**City of San Diego**  
**City and County of San Francisco**  
**City of San Jose**  
**Contra Costa Water District**  
**County of San Luis Obispo**  
**East Bay Municipal Utility District**  
**East Bay Regional Park District**  
(Safety employees only)  
**Long Beach Schools Business Management Authority**  
**Los Angeles County Metropolitan Transportation Authority**  
(Non-Contract Employees’ Retirement Income Plan, formerly Southern California Rapid Transit District)

#### NOTE:

With the exception of the University of California Retirement System/Plan, all of the above also have reciprocity with each other as a result of their having established reciprocity with CalPERS.

## RECIPROCITY REQUIREMENTS

### CONDITIONS FOR ACQUIRING

#### THE BENEFITS OF FULL RECIPROCITY

Where CalPERS rights and benefits are involved, CalPERS will recognize reciprocity upon movement between reciprocal retirement systems if the following requirements are met:

1. The employee voluntarily elects reciprocity and continues in membership in CalPERS by leaving his or her contributions (if any) on deposit (or by later re-depositing contributions he or she had withdrawn); and
2. The employee enters into employment that leads to membership in the new system within six months of discontinuance of employment as a member of CalPERS\*;  
and
3. The employee must retire on the same date under both systems by submitting a retirement application to each system respectively.
4. Certain exceptions may exist if the employee is employed under an independent public agency retirement system before the effective date of that system's reciprocal agreement with CalPERS.

\* *Eligibility for reciprocity is determined by the retirement laws in effect at the time of movement between employers and retirement systems. Current CalPERS law requires movement within six months.*

A member should complete the "Election to Coordinate Retirement when Changing Retirement Systems" form in the *When You Change Retirement Systems* booklet (PERS-PUB-16).

### IMPORTANT RESTRICTIONS

**Concurrent Employment:** Reciprocity **does not apply** when the employment under the first retirement system overlaps the employment under the new system. For the benefits of reciprocity to apply, the employee must be separated under the first system prior to joining the new system. This may be true even if the overlapping time is due to running out leave credits. The employee should check with their current system and new system about their rules **before** they change employment. If they are concurrently employed we will use their highest rate of pay under **CalPERS** when computing their retirement allowance.

**Refund Restriction:** Some retirement systems may not allow the member to withdraw their member contributions while they are employed in a position covered by a reciprocal retirement system or California State Teachers Retirement System (CalSTRS), Judges' Retirement System (JRS), Judges' Retirement System II (JRS II), Legislators' Retirement System (LRS) or the University of California Retirement Plan (UCRP).

**New State Employees:** State miscellaneous or industrial employees hired for the first time on or after August 11, 2004 are placed in the Alternate Retirement Plan (ARP) administered by the Savings Plus Program in the Department of Personnel Administration. They are excluded from ARP if they are members of a CalPERS reciprocal retirement system (within the prior six months) or are a member of JRS, JRS II, LRS, CalSTRS, or UCRP.

## RIGHTS AND BENEFITS WITH FULL RECIPROCITY

Eligibility for reciprocity is determined by the retirement laws in effect at the time of movement between employers and retirement systems. The information contained here expresses current CalPERS law.

1. *Final Compensation:* Use highest compensation earnable under any system in computing final compensation if retirement from all systems is concurrent.

**Exception:** If a member retires on a service retirement from another system before they have met the CalPERS minimum retirement age, they can later retire under CalPERS, and CalPERS will still use the member's highest rate of pay under any of the systems.

If the member became an elective or appointed officer after July 1, 1994, we will use the highest rate of pay under CalPERS.

2. *Qualification for Benefits:* Service in the other system may be used to meet minimum service requirements for benefits.
3. *Disability Retirement:* If the member is eligible for disability retirement from another system (or disability income from the University of California Retirement Plan) they may be entitled to CalPERS disability retirement benefits, if they retire from both systems on the same date. CalPERS would pay an amount that does not exceed the difference between the amount that would be paid by the other system if all of the member's CalPERS service were under that system, and the amount actually paid under the other system, but not less than an annuity that is the actuarial equivalent of the member's contributions.

When retirement under the other system is for disability arising out of and in the course of employment under the other system, CalPERS pays an annuity that is the actuarial equivalent of the member's contributions.

4. *Pre-retirement Death Benefits:* If the member dies prior to retiring while employed as a member of another system, a lump-sum Basic Death Benefit consisting of a return of their CalPERS retirement contributions will be payable to a beneficiary. The total paid by both systems cannot exceed the maximum lump-sum benefit allowable if all service had been under the other system.

If the member is a Safety member of CalPERS and the death is job-related, the monthly Special Death Benefit allowance may be payable to a qualifying survivor.

5. *Membership Rate Age:* Miscellaneous members and most Safety members in CalPERS have retirement formulas with a fixed rate of contribution and are not affected by their age at entry into the other system. However, other systems may use age at entry for their contribution rate. The member should check with the appropriate system for information.

## CALPERS BENEFITS FOR NON-QUALIFYING INDIVIDUALS

Even if the member does not qualify for full reciprocity, CalPERS offers redeposit rights, vesting, and University of California Retirement Plan final compensation.

In addition, if their employer established a reciprocal agreement with CalPERS after they changed membership, and they would have been eligible for reciprocity had an agreement been in effect at the time of their membership change, their retirement allowance will still be based on the highest final compensation under either system, as long as they retire on the **same date** under both systems.

- **Redeposit Rights:** If the employee withdrew their CalPERS contributions and interest and later joined a reciprocal retirement system, they can re-establish CalPERS service credit and membership by making a redeposit.
- **Refund Restriction:** The member may not withdraw their CalPERS Contributions once they have entered employment covered by the University of California Retirement Plan (UCRP) or if, within six months of leaving State service, they entered employment covered by a system under the County Employees' Retirement Law of 1937 or covered by certain **other** public agency retirement systems.
- **Vesting:** If the employee is a CalPERS member who is also a member of a reciprocal retirement system, they are eligible to retire from CalPERS without meeting the CalPERS minimum service credit requirement (but they must still meet the minimum age requirement).
- **University of California Retirement Plan Final Compensation:** The average pay rate during any 12-month or 36-month period of employment with the University of California will be used for computing final compensation, if the member retires from both systems on the **same date**.

## CALPERS BENEFITS ARISING FROM MOVEMENT TO RECIPROCAL AND CERTAIN NON-RECIPROCAL PUBLIC RETIREMENT SYSTEMS

There is no formal reciprocity agreement established between CalPERS and the following systems:

- California State Teachers' Retirement System (CalSTRS)
- Legislators' Retirement System (LRS)
- Judges' Retirement System (JRS)
- Judges' Retirement System II (JRS II)

However, the following benefits and requirements apply to CalPERS members who enter employment with these systems.

### FINAL COMPENSATION

CalPERS will compute the member's final compensation based on the highest rate of pay under CalSTRS, LRS, JRS, JRS II, or CalPERS during any consecutive 12-month or 36-month period of service as long as they retire on the same date under both systems. (If a member became an elective or appointed officer on or after July 1, 1994, we will use their highest rate of pay under CalPERS.)

### REDEPOSIT RIGHTS

A member of CalSTRS, LRS, JRS, or JRS II may redeposit in CalPERS previously withdrawn CalPERS contributions in order to reestablish service credit in this system.

To receive this credit, a member's election must be filed with CalPERS before their retirement is effective (G.C. section 21032). The employee should request cost information at least one year prior to their retirement date to ensure accurate and timely payment of benefits.

The right to redeposit contributions is not one of the uniform reciprocal provisions; it varies among the different public retirement systems. Contact the particular retirement system to learn of its policy regarding re-depositing.

### REFUND RESTRICTION

A member's CalPERS contributions may not be withdrawn while the member is in active employment as a member of CalSTRS, LRS, JRS, or JRS II.

### VESTING

A CalPERS member who is a member of CalSTRS, LRS, JRS, or JRS II is eligible to retire from CalPERS without meeting the CalPERS minimum service credit requirement (but must still meet the minimum age requirement).

### DISABILITY RETIREMENT

There is no provision for CalPERS disability retirement when a member is eligible for a disability retirement benefit from CalSTRS, LRS, JRS, or JRS II. They must instead take a CalPERS service retirement from the other system in order for the provisions of final compensation to apply. (If they retire on a disability retirement from the other system before they have met the CalPERS minimum service retirement age, they can later retire under CalPERS. We will use their highest CalPERS pay rate to determine their final compensation amount.)

If they will be receiving a disability allowance from CalSTRS, they can take a service retirement from CalPERS at the same time (if they meet the minimum retirement age) OR at age 60, when the disability allowance under CalSTRS is changed to a service retirement. Either way, they are considered to have retired on the same date under both systems, and CalPERS will compute their final compensation based on the highest rate of pay under either system.

## HOW TO NOTIFY CALPERS WHEN THE MEMBER CHANGES RETIREMENT SYSTEMS

When the employee becomes a member of a reciprocal or non-reciprocal public retirement system they can notify CalPERS by one of the following methods:

- Complete the ***Election to Coordinate Retirement When Changing Retirement Systems*** form in the “When You Change Retirement Systems” booklet (PERS-PUB-16).
- Complete one of the forms in the CalPERS Refund Election Package (public agency or school employees) or the separation document (State employees) when separating from CalPERS-covered employment.

Please direct requests for information or inquiries to:

California Public Employees' Retirement System  
Member Services Division, Section 841  
P.O. Box 942704  
Sacramento, CA 94229-2704

### JRS, JRS II, AND LRS MEMBERS

Contact the Judges' or Legislators' Retirement System directly when an employee becomes a member of a reciprocal or non-reciprocal public retirement system:

#### Judges' & Legislators' Retirement System

P.O. Box 942705  
Sacramento, CA 94229-2705  
(916) 795-3688  
(916) 795-1500 — FAX

### LONG-TERM CARE PROGRAM MEMBERS

If the member is enrolled in the CalPERS Long-Term Care Program and has premiums deducted from their check, they should call the program's Customer Service Center at (800) 982-1775 to find out what steps they need to take to continue their premiums.

## SERVICE CREDIT PURCHASE OPTIONS

### REDEPOSITS

Members of this System have the right to redeposit contributions previously withdrawn from CalPERS. The redeposit of contributions restores service credit for previous employment. The member must redeposit the amount withdrawn, plus a sum equal to the interest, which would have accrued, had the member's funds been left on deposit. Interest will be charged from the first of the month following the date of withdrawal to the date of final payment. Payments may be made in one lump sum or by installment payments, or by a combination of an initial partial lump sum payment and the balance by installment payments. To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (G.C. sections 20750 and 20752).

A member whose ex-spouse received a portion from the member's account as part of a community property judgment or settlement AND took a refund of the contributions, can redeposit those funds in CalPERS.

**To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (G.C. sections 21020 and 21028).**

### SERVICE PRIOR TO MEMBERSHIP

"Service prior to membership" (SPM) is service rendered after the date of contract between a public agency, State or School District and the System, but before the employee entered CalPERS membership. Election to contribute for SPM will result in additional service credit. Persons who were employed under the following conditions are eligible for service prior to membership:

1. Those who worked the six months membership qualification period prior to July 18, 1961.
2. Those who worked the part-month membership qualification period between July 18, 1961 and October 1, 1963.
3. Those employed less than 87 hours per month, or less than an average of 20 hours per week, prior to becoming a member.

4. Those formerly employed in temporary or seasonal employment in which they were excluded from membership under G.C. section 20305.
5. Those optional elective officers, Governor appointees and Legislative employees who are excluded because of their failure to exercise their right of election of membership under G.C. sections 20320, 20322, 20324, or 21021 and are no longer working in an "optional" position. If still in an "optional" position, refer to the "Optional Members of CalPERS" section.

**To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (G.C. sections 21020 and 21028).**

### VERIFICATION OF SERVICE PRIOR TO MEMBERSHIP

When a member requests to purchase Service Prior to Membership they are provided with a "Request for Service Credit Cost Information Service Prior to Membership" form (PERS-MSD-370). On this form they indicate the prior employer information including the period of employment and hours or time base worked per month. If this employment is with the State or with a California State University this is sent to CalPERS for processing. If this employment is with a Public Agency or County School, this form is then sent to that employer for certification. If the employer does not agree with the information provided by the member, the employer is asked to complete Section B on the reverse of the form with detailed employment information.

### PUBLIC SERVICE AND LEAVES OF ABSENCE

There are certain conditions in which some leaves of absence and some public employment may be creditable under CalPERS. Questions on these types of service credit should be referred to CalPERS by following the instructions noted in the "Inquiries Section". To receive this credit, a member's written request must be filed with CalPERS before his/her retirement is effective.

## PRESENT VALUE SERVICE CREDIT PURCHASES

### Additional Retirement Service Credit

G.C. section 20909 allows eligible members to purchase up to five years of additional service credit if the following eligibility requirements are met:

1. Member must be actively employed in compensated employment at the time they request cost information, on or after 01/01/04.
2. Member must have a minimum of five years of earned service credit.
3. Employers do not need to contract for this service credit type.
4. Member may purchase service in whole year increments between one and five years.
5. This service credit cannot be used for retirement vesting, health benefits vesting, or to reach ten years of service for enhanced disability retirement benefits.

### Peace Corps, Americorps Vista, and Americorps

A member may be eligible to purchase credit for up to three years of service in the Peace Corps, AmeriCorps VISTA (Volunteers In Service To America) or AmeriCorps. The member must be able to provide CalPERS with documentation certifying their dates of service. If the member does not have a certification letter, one may be requested from:

#### Peace Corps

Attn.: Certifying Officer  
Volunteer & Staff Payroll Services Division  
1111 20th Street, NW  
Washington, DC 20526

#### AmeriCorps Vista

Attn.: CNCS/AmeriCorps Vista Certifying Officer  
1201 New York Avenue, NW  
Washington, DC 20525

For all other AmeriCorps service, the member needs to contact the program they worked for to request a certification letter.

### Credit for Military Service Prior to Employment

G.C. section 21029 provides that State employees and retirees may be eligible to receive credit for their military service. To be eligible the member or retiree must:

1. Currently be employed with or retired directly (within 120 days of separation) from the State employment.
2. Must have a minimum of one year of CalPERS service and one year of military service. Service is granted on a basis of one year of military service credit for each year of credited CalPERS service credit, not to exceed four years.
3. Make election to purchase the service credit.
4. In addition, State retirees must have retired on or after December 31, 1981.

**NOTE:** To determine eligibility, a copy of the discharge or other document (such as DD214) indicating the beginning and ending dates of active duty must be submitted to the system.

A copy of the discharge document can be obtained from the National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis, MO 63132-5100. The member can also complete and mail in the Standard Form 180, available on their web site at [www.nara.gov/regional/mpsrfsf180.html](http://www.nara.gov/regional/mpsrfsf180.html).

The cost for the Additional Retirement Service Credit, Peace Corps, AmeriCorps, AmeriCorps VISTA, and Military Service Prior to Employment is based on current payrate, the amount needed to fund the benefit, and how much service credit is being purchased.

State members must use the online Service Credit Cost Estimator on the CalPERS Web site, [www.calpers.ca.gov](http://www.calpers.ca.gov), to calculate an estimate of the cost for Additional Retirement Service Credit and download the request form in order to request an official cost for this service credit.

### Credit for Absence from Employment for Military Service

G.C. sections 20990 through 20998 provide that a member's absence from employment for military service may be eligible to receive credit for the absence at employer cost. To be eligible for this service credit the member must have:

1. Been in the employment of a CalPERS covered agency prior to entering military service.
2. Been granted a military leave or have resigned from employment for the purpose of entering active duty in the armed forces.
3. Entered active duty within 90 days after leaving agency employment.
4. Returned to employment with the same agency, the State, or another agency contracting with CalPERS within six months after discharge from active duty. If the member did not return to employment within six months after discharge, they may be eligible to purchase this service credit.

**NOTE:** To determine eligibility, a copy of the discharge or other document (such as DD214) indicating the beginning and ending dates of active duty must be submitted to the system.

A copy of the discharge document can be obtained from the National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis, MO, 63132-5100. The member can also complete and mail in the Standard Form 180, available on their Web site at [www.nara.gov/regional/mprsf180.html](http://www.nara.gov/regional/mprsf180.html).

### CONTRACT EXCLUSIONS

If the requested employment is excluded by the employer's CalPERS contract, the purchase of this service credit is not possible. If the exclusion was removed or superseded by law after the employment was rendered, service credit rights would depend on the Government Code provisions under which the exclusion was removed.

### PAYMENT METHODS

A member may elect, at any time prior to retirement, to make contributions for redeposit or other types of eligible service credit. If a member elects a cash lump-sum payment, no notification will be sent to the employer.

If a member files with the System an election to redeposit or contribute for service prior to membership or other "public service" by installment payments, the System will certify and approve the election and send the agency an authorization for payroll deductions. **No deductions should be made until the authorizing MEM-823A is received.**

The agency must apply the payroll adjustments authorized after the effective date and continue until payments are completed or employee separates from employment. The member should contact CalPERS for information on continuing payments after separation, unless a refund of all contributions is requested.

At retirement, any unpaid balance may be paid by lump sum or may be continued as a deduction from the retirement allowance (G.C. section 20776).

## INQUIRIES

The member may obtain cost information concerning redeposit, service prior to membership, or other “public service” by completing the appropriate form. The forms can be obtained from the “Guide to your CalPERS Service Credit Purchase Options” (PERS-PUB-12) or from the CalPERS Web site at **[www.calpers.ca.gov](http://www.calpers.ca.gov)**. The following is a list of the forms:

- Redeposit — PERS-MSD-368
- Military Service — PERS-MSD-369
- Service Prior to Membership — PERS-MSD-370
- Leave of Absence — PERS-MSD-371
- Prior Service — PERS-MSD-372
- Peace Corps/AmeriCorps — PERS-MSD-373
- Additional Retirement Service Credit — PERS01 M0023

## COST ESTIMATE

Members can use the on-line Service Credit Cost Estimator on the CalPERS Web site (**[www.calpers.ca.gov](http://www.calpers.ca.gov)**) to get an estimate of the cost of purchasing the following types of service credit:

- Redeposit of Withdrawn Contributions
- Service Prior to Membership
- Military Service Credit
- Maternity/Paternity Leave of Absence
- Peace Corp/Vista Service
- Additional Retirement Service Credit
- Sabbatical Leave of Absence

## AUTHORIZATION FOR CONTRIBUTION AND/OR RATE ADJUSTMENT PERS-MEM-823A (CALPERS-INITIATED FORM)

### PURPOSE

To certify the amount of contributions due from the employee for Arrears, Service Prior to Membership, Redeposit of Withdrawn Contributions, Military Service Credit, Additional Retirement Service Credit, Partially Compensated Leave of Absence, or other instances when payment is due from the member.

### SPECIAL INSTRUCTIONS

1. The MEM-823A is prepared by CalPERS. It authorizes your agency to make an extra deduction each pay period for contributions due CalPERS from the member. Report the payment as a separate line entry on your payroll listing, using a Contribution Code 04 or 14. If the member has more than one payment with the same contribution code (04 or 14), payments can be reported together or separately. If the payments have a different contribution code (04 or 14), the payments need to be reported separately. If the member elects additional service credit all payments are to be taken concurrently, unless notified by CalPERS.
2. The amount of the payment is in addition to the normal contributions being reported each pay period.
3. Do not apply the changes in contribution rate and/or extra deductions prior to the effective date shown on the MEM-823A. Do not change payment amount, number of payments, or payroll reporting type without contacting CalPERS.
4. Contribution Code 04 and 14 deductions must not be reported unless authorized by a form MEM-823A.
5. It is the agency's responsibility to take only the number of Code 04 or 14 deductions authorized. CalPERS will not notify you to stop deductions. If the payments exceed the original schedule, the agency will be responsible for backing-out the overpayment(s) to CalPERS and refunding the member.
6. It is not necessary to return a copy of the MEM-823A to CalPERS to indicate deductions are being taken.
7. If a member pays the lump sum, a notification will be sent requesting the deductions be stopped with a specific pay period. It is the agency's responsibility to stop the deduction as of the specified pay period. If the member leaves employment at your agency, contact CalPERS immediately.



**AUTHORIZATION FOR CONTRIBUTION AND/OR RATE ADJUSTMENT**

**PERS-MEM-823 A PAUC**

Telecommunications Device for the Deaf - (916) 795-3240

Telephone: (916) 795-2031

EMPLOYER CODE	EMPLOYER			AGENCY UNIT CODE	MAILING DATE	
SOCIAL SECURITY NUMBER		MEMBER NAME			COVERAGE GROUP	
EFFECTIVE DATE	CONTRIBUTION TYPE		CONT. CODE	NO. OF PAYMENTS	PAYMENT AMOUNT	PAYROLL TYPE

**Instructions:**

- Begin payments starting with the above effective date. If there is a change in the effective date notify CalPERS.
- The member elected \_\_\_\_\_ payments. Use contribution code \_\_\_\_ to report the payments.
- DO NOT change the payment amount or number of payment without authorization from CalPERS.
- If the member separates, contact CalPERS immediately.
- If you agency payroll reporting type changes, contact CalPERS. DO NOT change the payment amount without authorization.
- If the member has more than one payment with the same contribution code (04 or 14) payments can be reported together or separately. If the payments have a different contribution code (04 or 14), the payments need to be reported separately. If member elects additional service credit all payments are to be taken concurrently, unless notified by CalPERS.
- It's the agency's responsibility to ensure that the correct number of payments is reported to CalPERS. If payments exceed the original schedule, the agency will be responsible for backing out the overpayment(s) to CalPERS and refunding the member.

If you have any questions, please contact this office.

Election Processing Unit  
Member Services Division

## INFORMATION ABOUT PERS-MEM-823A

ITEM	INFORMATION
Employer Code	A four-digit code assigned to your agency by CalPERS.
Employer	Your agency's name.
Agency Unit Code	A three-digit code used for identification of different school districts.
Mailing Date	The form was processed and mailed on this date.
Social Security Number	Member's Social Security number.
Member Name	Self-explanatory.
Coverage Group	The Coverage Group Code is assigned to identify a specific group of employees within your agency by type of retirement coverage. Report the Code 04 or 14 deduction with the Coverage Group Code specified.
Effective Date	Begin payroll deduction for pay period beginning on this date. Do not begin taking deductions prior to this date.
Contribution Type	CalPERS will enter the reason for authorization to deduct contributions.
Contribution Code	Report the deduction as a Code 04 or 14. The deduction must appear as a separate entry.
Number of Payments	This is the total number of payments to be deducted.
Payment Amount	This is the payment amount due from the member each pay period. This amount cannot be changed without authorization from CalPERS.
Payroll Type	Reporting Frequency: Monthly Semi-monthly If the payroll reporting type changes, notify CalPERS so a new payment schedule can be recalculated.

## REFUND OF MEMBER CONTRIBUTIONS

### MEMBER REFUND: ONLINE NOTIFICATION VIA THE PIMS SYSTEM

Upon receipt of notice of an employee's permanent separation from CalPERS covered employment through on-line notification via the PIMS system the following will occur:

- If a separation **only** is entered from the PERS-STD-687, CalPERS will send a letter of instruction, including election forms, directly to the member's home address. It is important that the person's most recent address is submitted when the separation is entered via the PIMS system. Should the member prefer to leave their funds in CalPERS, they need not respond. Their contributions will continue to earn interest at the current rate. If the member is eligible for retirement (First-Tier members age 50 or older with at least five years of service credit or Second-Tier members age 55 or older with at least 10 years of service credit) **and** he or she separates from employment, the letter sent by CalPERS will inform them of their right to immediately apply for a monthly retirement allowance.
- If a separation **and refund request** (E02) is entered into PIMS from the PERS-STD-687, and the member wishes to have the taxable portion rolled over into an Individual Retirement Account (IRA), the refund will not be issued until a valid "PERS Direct Rollover Election" form (PERS-STD-687) is received by CalPERS. If a rollover is not requested, the refund will be issued. It is important that the person's most recent address is submitted when the separation and refund is entered via the PIMS system. A spouse's or domestic partner's signature is required on the refund election if the member is either married or registered as a domestic partner. If the member is not married or in a domestic partnership, completion of Justification for Nonsignature of Spouse or Registered Domestic Partner form is required. It is the employer's responsibility to retain a copy of the entire PERS-STD-687 including the Justification for Nonsignature of Spouse or Registered Domestic Partner form for future reference should any legal action be taken.

### MEMBER REFUND: NOTIFICATION ON AESD-1 OR ONLINE VIA ACES

Upon receipt of notice of an employee's permanent separation from CalPERS covered employment on the PERS-AESD-1 form or on-line via ACES, a letter of instruction, including election forms, will be sent by CalPERS directly to the member.

- Should the member prefer to leave their funds in CalPERS, they need not respond. Their contributions will continue to earn interest at the current rate. If the member is eligible for retirement (First-Tier members age 50 or older with at least five years of service credit or Second-Tier members age 55 or older with at least 10 years of service credit) **and** he or she separates from employment, the letter sent by CalPERS will inform them of their right to immediately apply for a monthly retirement allowance.
- Should the member prefer a refund of contributions, the member will need to return the election form directly to the Refunds Section of CalPERS. Since the election information will be sent directly to the member's home address, it is important that CalPERS has the person's most recent address submitted on the PERS-AESD-1 form.